

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 6: Court Involvement	Effective Date: July 1, 2008
	Section 8: Three Month Progress Report	Version: 1

POLICY	OLD POLICY: 306.74
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The Indiana Department of Child Services (DCS) will prepare and submit to the court a [Progress Report](#) for every child under the care and supervision of DCS, as follows:

1. Every three (3) months after the Dispositional Decree; and
2. At any time after the date of an original Dispositional Decree, the court may order DCS to file a Progress Report on the progress made in implementing the decree.

Note: If modification of the Disposition Decree is recommended, DCS will prepare a [Modification Report](#) containing the information required and submit it to the DCS Local Office Attorney so a formal court hearing can be requested.

At a minimum, the [Progress Report](#) will include information regarding progress made in implementing the Dispositional Decree. See Related Information for further details.

DCS will submit a [Progress Report](#) to the court at least ten (10) days prior to a Periodic Case Review Hearing.

Within a reasonable time after the report's presentation to the court or before the Periodic Case Review Hearing, DCS will make a copy of the [Progress Report](#) available to the following:

1. The child, based upon age and developmental level;
2. The child's parent/guardian/custodian;
3. An attorney who has entered an appearance on behalf of the child's parent/guardian/custodian;
4. Resource parent(s);
5. Prospective adoptive parent named in a petition for adoption of the child if:
 - a. Each consent to adoption of the child has been signed and received by the county office;
 - b. The court having jurisdiction in the adoption case has determined that consent to adoption is not required from a parent/guardian/custodian; or
 - c. A petition has been filed to terminate the parent-child relationship between the child and any parent who has not signed a written consent to adoption.
6. Any other suitable relative or person who has a significant or care taking relationship with the child;
7. Court Appointed Special Advocate (CASA) or Guardian Ad Litem (GAL); and
8. Long-term Foster Parent, if applicable. See Related Information for further details.

Note: Proof of service of the notice will be presented at the case review.

Note: The court may also provide a factual summary of the [Progress Report](#) to the child's parent/guardian/custodian or resource parent.

Exception: If the court determines on the record that the [Progress Report](#) contains information that should not be released to any person who is otherwise entitled to receive a [Progress Report](#), the court is not required to make the [Progress Report](#) available to that person, but may provide them with a redacted copy of the report. However, the court will provide a copy of the [Progress Report](#) to the following:

1. Each attorney or CASA/GAL representing the child; and
2. Each attorney representing the child's parent/guardian/custodian.

Code References

1. [IC 31-34-21-1: Progress reports; procedure for modification of decree](#)
2. [IC 31-34-21-4: Notice of case review; testimony in periodic case review](#)
3. [IC 31-34-21-4.6: Long-term Foster Parent](#)
4. [IC 31-34-22: Reports Required for Reviewing Dispositional Decrees](#)

PROCEDURE

The Family Case Manager (FCM) will:

1. Consult with the parent/guardian/custodian, resource parent, or any other professionals who have expertise related to the child and family's needs;
2. Prepare the [Progress Report](#);
3. Attach any additional reports to the [Progress Report](#);
4. Obtain supervisory approval and signature;
5. Sign the [Progress Report](#);
6. Coordinate the filing of the [Progress Report](#) with the court; and
7. Make a properly redacted copy of the [Progress Report](#) available to all appropriate parties and persons.

The Supervisor will:

1. Review and make any recommendations regarding the [Progress Report](#); and
2. Approve and sign the [Progress Report](#).

PRACTICE GUIDANCE

N/A

FORMS AND TOOLS

1. [Progress Report](#)- available in ICWIS
2. [Modification Report](#)- available in ICWIS

RELATED INFORMATION

Report Content

The [Progress Report](#) should address the following elements. The court will consider these elements when making its determinations, including but not limited to:

1. Services -

- a. Documentation of the family services offered/provided to the child or the parent/guardian/custodian, the dates of the services, and the outcome;
 - b. Health and educational information; and
 - c. Any additional services required for the child or the child's parent/guardian/custodian and the nature of those services.
2. Visits -
 - a. The extent to which the parent/guardian/custodian has visited the child, including the reasons for infrequent visitation, if applicable; and
 - b. If siblings are separated, the extent to which sibling visits are occurring, including reasons for infrequent visitation, if applicable.
3. Compliance and Cooperation -
 - a. The extent to which the parent/guardian/custodian has cooperated with DCS or the Probation Department; and
 - b. Whether DCS, the child and the parent/guardian/custodian have complied with court ordered services outlined in the Case Plan (to be attached when necessary).
4. Child's Placement - (if the child is placed in out-of-home care)
 - a. Whether the child is in the least restrictive, most family-like setting;
 - b. Whether the child is placed close to the home of the child's parent/guardian/custodian;
 - c. Whether siblings are placed together; and
 - d. An explanation as to why, if these conditions are not met, including efforts being made to find a more appropriate placement if applicable.
5. Outcomes -
 - a. The extent to which the causes for the child's out-of-home placement or supervision have been alleviated; and
 - b. The extent to which the parent/guardian/ custodian has enhanced his/her ability to fulfill parental obligations.
6. Consultations –
 - a. Identify all professionals consulted and their relationship to the child; and
 - b. Identify all persons who are part of the CFT, their relationship to the child and each meeting coordinated with them.
7. Recommended Plan of Care -
 - a. Treatment,
 - b. Rehabilitation, and
 - c. Placement for the child.

Redaction

A process where a document is reviewed thoroughly to cover and make illegible portions of the text prior to release.

Long-term Foster Parent

A foster parent who has provided care and supervision for a child for at least:

1. The twelve (12) most recent months; or
2. Fifteen (15) months of the most recent twenty-two (22) months.